



Job title: Programme Manager
Location: 50% London office or Manchester office based
Responsible to: Director of Programmes
Salary: £35,000 - £40,000

Please note, if you do not provide a covering letter your application will not be considered.

Why us?

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has doubled in size in the past year. This has supported 278% growth in our Experience programme and 10% growth in our Inspiration programme during the past 12 months.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost two hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

Role Summary

The Programme Manager role is crucial to the design, implementation, and coordination of three programmes within the Speakers for Schools portfolio (Experience, Youth Card and Progression). Working closely with the Director of Programmes the Programme Manager will manage a small programme team to ensure internal and external understanding of programmes, develop collateral, ensure strategic impact measurement of programmes and ensure programmes are delivered consistently across the UK.

Key Duties / Responsibilities

- Designing educational programmes to support young people across the UK in line with the charities vision and aims
- Plan and deliver a portfolio of interventions to support young people across the UK
- Ensuring consistent and accurate updating of CRM and ensuring proper data management
- Confidently discussing SfS and our goals, aims via email communication, virtual meetings, and telephone
- Developing relationships with stakeholders to maintain their participation in the charity
- Providing and developing collateral and training to teams across the charity
- Impact measurement of programmes and reporting as required
- Coordinating with Product teams to ensure programme design and delivery are achievable
- Flexibility and a willingness to get stuck in and help with any tasks the team require support for
- Other duties as required, as identified by the Director of Programmes.

Education / Experience / Knowledge

To apply for this pivotal role, you must have extensive experience of programme management in an education charity delivering impactful programmes and interventions.

Essential: -

- Extensive experience in a similar programme management role in the education charity sector
- Experience of recruiting and managing teams
- Extensive experience of stakeholder management to support programme success
- Experience of using CRM software
- Experience using Microsoft packages, including Outlook
- Experience communicating with educational establishments and a familiarity with how schools and colleges operate
- Excellent organisation and collaboration skills and ability to learn quickly to ensure smooth programme management processes
- Good customer service skills that mean queries are answered professionally and clearly
- Are sociable and confident and happy building and maintaining relationships with multiple stakeholders
- Excel at organising their workload and enjoy driving work forward independently
- Think strategically and can change tactics while still meeting larger objectives.

Desirable: -

- Experience of supporting young people with charity programme design and management
- Experience of using Salesforce.

We are looking forward to holding video interviews through July 2021 and appointing our Programme Manager swiftly so we can start delivering a difference in August and beyond. You must have the right to work in the UK without visa restriction to be considered.

Benefits offered at Speakers for Schools:

- 25 days annual leave plus bank holidays (pro-rata)
- Morning of your birthday off
- Pension scheme
- CharlieHR perks
- Perkbox
- £500 a year training allowance

Diversity at our core

At Speakers for Schools, we are committed to encouraging equality and diversity among our workforce, and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We welcome applications from all, including those where employment has been affected by Covid19 and those seeking to change careers. Diversity is at our core, join us.

How to apply:

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Appointees are subject to a successful DBS check, as contact with young people is likely.

Please note, if you do not provide a covering letter your application will not be considered.

The Journey to joining Speakers for Schools:

Interviews will be scheduled as applications are received, before the closing date, and will take place over Microsoft Teams. We may appoint before this date depending on applications.

The closing date for this role is **Friday 30th July.**

Our new team member will start ASAP.